

**Subject: KDE WorkKeys Testing Notice #2 – January 7, 2014**

Dear Test Supervisors:

Happy New Year! This early-January Testing Notice focuses on materials ordering for paper-and-pencil test delivery and Test Supervisor/proctor training for WorkKeys Internet Version (WKIV) test delivery. A copy of the previous Testing Notice and links to the “Checklist of Dates,” manuals, and other documents may be found at [act.org/aap/kentucky/workkeys.html](http://act.org/aap/kentucky/workkeys.html).

**WorkKeys Program Overview:** ACT and KDE will co-host an informational program overview webinar on **Wednesday, January 8, 2014, from 3:00 p.m. to 4:00 p.m., Eastern Standard Time**. A recording of the webinar will be available at a later date. Please register for this event using the following link: [www2.gotomeeting.com/register/225032562](http://www2.gotomeeting.com/register/225032562).

**Paper-and-Pencil Testing Orders:** A “KDE WorkKeys Paper-and-Pencil Group Administration Assessments and Materials Order Form” is now available at [education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx](http://education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx). Materials must be ordered **a minimum of three weeks prior to your test date**. Extended Time, Large Print, Reader’s Scripts, Audio DVDs, and/or Braille testing materials may also be requested using this form. Materials will be shipped to arrive at your school approximately one week before your test date. Materials for any **retesting** should be ordered using the “ACT WorkKeys Assessments and Materials Order Form for Education and Government-Funded Programs,” and will be billed to your school rather than to KDE. You **MUST** use the KDE order form to participate in the KDE WorkKeys testing. Each school **MUST** place its own order, and should request materials based on the number of students expected to test. Please note that you are to use **only** the testing materials you ordered and **not** borrow from another site.

The “ACT WorkKeys Supervisor’s Manual for Paper-and-Pencil Testing” will be included with your materials when they are shipped from ACT, but you may also find the document at [www.act.org/workkeys-private/manuals/SupervisorsManual.pdf](http://www.act.org/workkeys-private/manuals/SupervisorsManual.pdf).

**WorkKeys Internet Version (WKIV) Realms:** Authorized locations will receive testing and administrative URLs (realms) by e-mail **no later than January 7, 2014**. Please contact us at [workkeys@act.org](mailto:workkeys@act.org) or 1.800.WORKKEY (967.5539) if you have been authorized to deliver WKIV testing but have not yet received realms for your site.

**WorkKeys Internet Version (WKIV) Training:** If you are new to WKIV, please attend the training webinars. Basic concepts are covered in the “Introduction to WorkKeys Internet Version Test Administration” training webinar, which is generally offered twice a month. If you will be working with groups and batch loading, you should also attend the “WorkKeys Internet Version Groups and Batch Loading” training webinar, which is generally offered once a month. Use the links below to register for the training webinars.

“Introduction to WorkKeys Internet Version Test Administration” Webinars:

January 9<sup>th</sup> from 11:30 a.m. – 1:00 p.m. (EST): [student.gototraining.com/r/5117562877093558528](http://student.gototraining.com/r/5117562877093558528)  
January 21<sup>st</sup> from 2:30 p.m. – 4:00 p.m. (EST): [student.gototraining.com/r/5936034934763719168](http://student.gototraining.com/r/5936034934763719168)

“WorkKeys Internet Version Groups and Batch Loading” Webinar:

January 15<sup>th</sup> from 2:00 p.m. – 4:00 p.m. (EST): [student.gototraining.com/r/7087756872184723968](http://student.gototraining.com/r/7087756872184723968)

Information on how to access the WKIV training realm can be found on the Administrator Training website in the Training Program section. The URL and login information to access this website was provided in the e-mail that contained the testing and administrative URLs (realms). Practicing in the training realm will enable you to become familiar with the technology to provide an optimal testing experience for your students. Additional test administration information can be found in the “WorkKeys Internet Version Test Administration and User Guide,” which is available at [www.act.org/workkeys-private/wkiv/UserGuide.pdf](http://www.act.org/workkeys-private/wkiv/UserGuide.pdf).

**Question & Answer Webinars:** The Q&A webinars are designed to address questions that you have **after** viewing the PowerPoint presentations and/or attending the training webinars. The length of each Q&A webinar will vary based on the number of questions asked.

The dates and registration links for the Q&A webinars are:

**Wednesday, January 29, at 2:00 p.m. (EST):** [www2.gotomeeting.com/register/792130018](http://www2.gotomeeting.com/register/792130018).

**Wednesday, February 12, at 10:00 a.m. (EST):** [www2.gotomeeting.com/register/894144794](http://www2.gotomeeting.com/register/894144794).

**Thursday, March 13, at 3:00 p.m. (EDT):** [www2.gotomeeting.com/register/458352986](http://www2.gotomeeting.com/register/458352986).

**Best Practice Tip of the Month:** It is especially important that high-stakes testing is provided in a calm and controlled environment. You can help yourself and your students by being well-prepared. If you are conducting paper-and-pencil testing, order your materials early and check the shipment when it arrives to make sure you have everything you need. Be sure to store all paper-and-pencil testing materials in a secure location the entire time they are at your school. Thoroughly read and understand the “ACT WorkKeys Supervisor’s Manual for Paper-and-Pencil Testing” prior to test day. If you will be conducting WKIV testing, make sure you have created accounts and test registrations for your students prior to test day. You can practice test administration procedures in the training realm so that you are comfortable with functions used to authorize and launch the tests in “real-time.” Ensure you have enough trained testing staff to support your students as they navigate through the login process for the first time. Whichever test delivery mode you select, it is your responsibility on test day to keep the students focused on the test questions, not the testing process.

**Online information:** Additional information and program updates about ACT WorkKeys are available at the websites below. We encourage you to bookmark these websites and check them often for new and updated documents.

**Kentucky Department of Education Website:** [education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx](http://education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx)

**ACT WorkKeys - Kentucky State Testing Website:** [act.org/aap/kentucky/workkeys.html](http://act.org/aap/kentucky/workkeys.html)

**Next Communication:** The next WorkKeys Testing Notice e-mail will be sent the **week of January 27**.

**ACT Holidays:** ACT will be closed **January 20**. Please plan accordingly.

**Questions:** If you have questions or concerns, please send an e-mail to [workkeys@act.org](mailto:workkeys@act.org). E-mails will be answered within one business day. If you have an immediate need, please call us at 1.800.WORKKEY (967.5539) and identify yourself as a KDE school.

Sincerely,

The KDE WorkKeys Team